

DEPARTMENT OF GENERAL SERVICES  
Records Management Division  
Supersedes Schedule 1091

SCHEDULE  
NO. 1472

PAGE  
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Frostburg State University (Supersedes schedule 1091)		Auxiliary Services & Conferences
AGENCY		DIVISION
Item No.	Description	Retention
1.	General Correspondence Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relevant to this office.	Screen annually. Destroy material over two years old which has no further value. Materials which illustrate policy procedures and development of the department and university are to be transferred to the history file for permanent retention. *
2.	Budget Reports and Purchasing Information Budget reports that are received monthly from the Budget Office and copies of purchase orders and information on equipment.	Retain for one year; then destroy.
3.	Conference Materials These files include registration forms and miscellaneous information concerning conference groups	Retain for two years; then destroy.
4.	Food Service Materials These are copies of invoices, memos, and miscellaneous information on food service operation.  Copies of catering forms	Retain for three years or until audit requirements have been fulfilled, then destroy. Bid packet to be retained for life of contract (all bid packets) Retain for two years, then destroy.
* If the University Archives should cease to operate then all permanent records shall be transferred to the Maryland State Archives.		

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

7/30/92 *J. M. Hender*  
Date Signature

*Director* *21 1993*  
*Assistant*  
*to Director*

*Edward C. Papenfuss*  
Date State Archivist

<b>INSTRUCTIONS</b> --TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>4</u>
1. DEPARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION FROSTBURG STATE UNIVERSITY	3. UNIT Auxiliary Service and Office of Conferences
<b>DEFINITION-RECORD SERIES.</b> A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE <div style="text-align: center;">General Correspondence</div>	5. EARLIEST YEAR/LATEST YEAR <div style="text-align: center;">_____ TO _____</div>	
6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  <p>Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relevant to this office.</p>		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> SOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	9. VOLUME <div style="text-align: center;"><u>3</u> NUMBER</div> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)  10. ANNUAL ACCUMULATION <div style="text-align: center;"><u>1</u> NUMBER</div> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <div style="text-align: center;">NUMBER</div> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <div style="text-align: center;">133 Hitchins</div>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION <p>Screen annually. Destroy material over two years old which has no further value. Materials which illustrate policy procedures and development of the department and university are to be transferred to the history file for permanent retention.</p>	
19. NAME AND TITLE OF PREPARER Gloria Eisel Secretary	20. TELEPHONE NUMBER 301-689-4020	21. DATE September 29, 1992

<b>INSTRUCTIONS</b> --TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2</u> OF <u>4</u>	
DEPARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM		2. DIVISION FROSTBURG STATE UNIVERSITY		3. UNIT Auxiliary Services & Office of Conferences	
<b>DEFINITION-RECORD SERIES.</b> A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Budget Reports and Purchasing Information				5. EARLIEST YEAR/LATEST YEAR _____ TO _____	
6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  These are budget reports received monthly from the Budget Office and copies of purchase orders and information on equipment.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> SOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Computer print-outs</u>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)  <u>35</u> NUMBER	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 133 Hitchins Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Budget Office			
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for one year, then destroy			
19. NAME AND TITLE OF PREPARER Gloria Eisel Secretary		20. TELEPHONE NUMBER 301-689-4020		21. DATE September 29, 1992	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
UNIVERSITY OF MARYLAND SYSTEM

2. DIVISION  
FROSTBURG STATE UNIVERSITY

3. UNIT  
Auxiliary Services  
& Office of Conferences

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Conference Materials

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Files include registration forms and miscellaneous information concerning conference groups.

7. RECORD SERIES FORMAT(S)  
☒ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY) \_\_\_\_\_

8. RECORD SERIES SEQUENCE  
☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY) \_\_\_\_\_

9. VOLUME  
4 1/2  
NUMBER ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY) \_\_\_\_\_

10. ANNUAL ACCUMULATION  
1  
NUMBER ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY) \_\_\_\_\_

11. FILE IS USED  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6  
NUMBER ☒ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
133 Hitchins Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
☐ YES ☒ NO

18. RECOMMENDED RETENTION  
Retain for two years, then destroy

19. NAME AND TITLE OF PREPARER  
Gloria Eisel

20. TELEPHONE NUMBER  
301-689-4020

21. DATE  
September 29, 1992

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 4 OF 4

1. DEPARTMENT/AGENCY  
UNIVERSITY OF MARYLAND SYSTEM

2. DIVISION  
FROSTBURG STATE UNIVERSITY

3. UNIT  
Auxiliary Services  
& Office of Conferences

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Food Service Materials

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

These are copies of invoices, memos, and miscellaneous information on food service operation.

Copies of Catering forms.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY) \_\_\_\_\_

9. VOLUME

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
2  
NUMBER

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)  
☒ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
1/2  
NUMBER

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 2  
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

133 Hitchins Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
☒ YES ☐ NO *INVOICES - Food Service Contractor Catering*

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for three years or until audit requirements have been fulfilled, then destroy. Bid packets (from all bidders) to be retained for life of contract, then destroyed. Catering forms to be retained for two years, then destroy.

19. NAME AND TITLE OF PREPARER

Gloria Eisel

20. TELEPHONE NUMBER

301-689-4020

21. DATE

September 29, 1992